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ABSTRACT

This monograph provides some starting points for beginning preservation activities in libraries within a framework of three key essentials: awareness, judgment, and advocacy. In the first section, the text is concerned with how public and school libraries can both contribute to, and benefit from, the vast amount of preservation information that is available at national, state, and regional levels. Examples of preservation initiatives and programs by national, state, and regional groups are provided. The second section lists a number of resources for incorporating preservation-conscious procedures and skills into public and school libraries. The resources relate to the following preservation themes: planning/general approaches, environmental conditions, maintenance, repair, binding, local history, media, disasters and emergencies. In addition, some general examples of how to begin preservation activities are provided. In the third section titles of resources are given to promote preservation advocacy to library supporters and funders, vendors, and users. Concluding the monograph are annotated lists of comprehensive references and bibliographies about beginning preservation activities. A discussion of the national preservation agenda is appended. (MAB)

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A PRACTICAL GUIDE TO PRESERVATION IN SCHOOL AND PUBLIC LIBRARIES

By Maxine K. Sitts

ED340391

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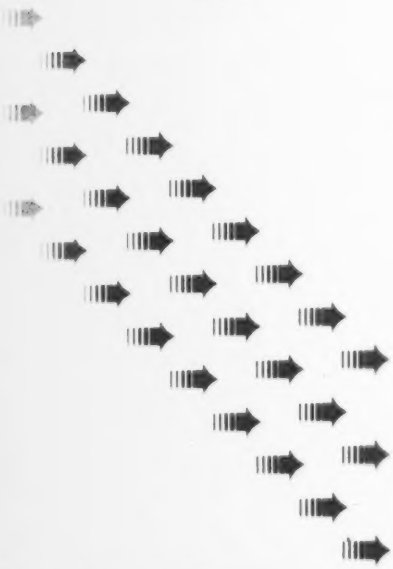

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Introduction

Interested in boosting circulation?

. . Stretching the number of circulations per book or cassette?

. . . Strengthening the library's financial support?

. . . . Capturing some positive publicity?

. . . . . Extending the buying power of your materials budget?

By grabbing hold of the strong interest of this nation—and the world—in preservation and conservation, public and school libraries can improve nearly every phase of their operations. The broadened preservation agenda of today provides opportunities for libraries to stretch their budgets, maintain their books and audiovisual (AV) materials for longer periods of time, convince their patrons to use more of the library's resources in a responsible manner, and practice sound management toward their overall goals—to support education and to provide the public with open access to information.

Paying attention to preservation and conservation of resources is certainly good business. But it is an assumption of this paper that public and school libraries also have a pivotal role in saving this nation's scholarly, historical, and intellectual heritage. Funding from the federal government and programs at the state and regional levels are, of course, essential, as is the cooperation of research libraries with large scholarly collections. But the success of preservation in its broadest sense depends on the commitment of all libraries and archives, and on the changes—many quite small—they make to incorporate a preservation ethic into their daily operations.

Public libraries can set an example for hundreds of thousands of patrons regarding proper care for information sources. School libraries have influence with the future generations, whose reading and viewing habits will have a major impact on the longevity of books and AV resources.

> Librarians who serve children start the cycle of knowledge and concern for books. (Watson, 1986)

Another assumption of this paper is that involvement at the grassroots level is essential for the success of the preservation and access movement. As the environmental movement has indicated, we are moving away from a "throw-away" society, into an ethic that values and respects resources. People have an inherent concern for the welfare of the book and other media, and, for the most part, act positively when asked for help in preserving a basic right of this country—the right to unrestricted access to information. In establishing a nationwide agenda, we have already seen that Federal and state politicians, scholars, researchers, authors, paper manufacturers, and publishers have been quick to understand the inherent value in the preservation movement and their responsibilities for assisting in its goals. What better time than now to enlist the aid of the broader public?

The meaning of preservation is changing, and with the changes comes the involvement of more and more types of libraries and more segments of the American people. For many decades, large research libraries have developed and practiced preservation techniques to repair, restore, and store valuable materials. For many years, public agencies and private institutions have cooperated to microfilm and otherwise guarantee the continued existence of scholarly information judged essential for the common good.

But preservation activists—much like environmentalists—have learned that the saving of knowledge can no longer be assigned solely to a few large corporations and governmental programs or to the nation's major universities and private foundations. To succeed, preservation, much like ecology, must become a pluralistic activity. For a concerned library, this means the involvement of all departments, every staff member, and each patron.

The arguments for creating a library-wide sensitivity to preservation are conclusive, both practically and philosophically. From an operational perspective, it is sound management to acquire well-manufactured materials and store and use them responsibly, rather than wait until they deteriorate, dictating extensive repair, reconstruction, or replacement. As stated in an article published by the Library Administration and Management Association, American Library Association (LAMA/ALA):

> Every replacement book that must be purchased curtails the budget for new acquisitions; every damaged book that is no longer available in print means the loss of valuable information or enjoyable literature. (Lowry, 1989)

In a sense, our growing preservation agenda is serving as a real-life laboratory for all of the nation's libraries, archives, museums, and historical societies to develop new ways of providing access to the materials that our users need. The question then becomes, how do we translate these beliefs and goals about preservation and access into meaningful, effective action within public and school libraries?

This paper provides some starting points, within a framework of three key essentials: **Awareness, Judgment**, and **Advocacy**. A concerned library staff can begin its journey into preservation on any page of this paper. If the staff suspects that collections are suffering from humidity and temperature, then start with making some judgments about environmental control issues. . . . If new books seem to be falling apart more often than they used to, then vendor advocacy may be the beginning point. . . .

> A basic concern for book preservation in school libraries is often defined as hope that the binding on the book will have survived the shipping from the jobber or publisher. (Lankford, 1990)

If patrons and staff seem nonchalant about the proper handling of materials, then exercise some judgment about care and handling issues. There are no wrong starting places for a preservation plan. What is important is to start *somewhere*.

References

Mary K. Lankford. (1990, June). "Preservation of Library Resources." Presentation at the President's Program, Annual Conference of the American Library Association, Chicago.

Marcia Duncan Lowry. (1989). *Preservation and Conservation in the Small Library* (Small Libraries Publications Series of the Library Administration and Management Association). Chicago, IL: American Library Association.

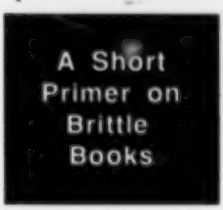
Duane A. Watson. (1986, November). "The Divine Library Function: Preservation." *School Library Journal*, 33(3): 41-45.

Awareness: The Big Picture

The library and archival profession has a long history of spearheading intellectual freedom. Although we're well aware of the titles of books that have been banned over the years, how aware are we of the even larger numbers of materials that are at risk of censorship due to their inherent weaknesses (poor paper and binding in books for example), mishandling, poor storage conditions, and a misinformed belief in the durability of this package of information called the "book"?

We have known that books and—even more so—newer media (audio- and videotapes, for example), do not last as long as we'd like. But what we are now learning is that we can make choices to extend the longevity of books and other resources, and that many of these choices do not increase expenditures, and in fact, often result in extending a library's ability to provide more resources within a stable budget.

The initial focus of preservation efforts at the national level was on non-duplicative preservation microfilming of important research library collections at risk from the destructive qualities of paper with an acidic base. These so-called "brittle books" have become a watchword—a cause célèbre—featured on numerous television and radio specials and in articles in the popular press.



Brittle books are those volumes whose content must be captured before the books disintegrate on the shelves of our libraries.

Chemically speaking, **acid** is a substance that is capable of forming

hydrogen ions when dissolved in water. Such acids weaken the by-product of the plant fibers used in paper-making, called **cellulose**. In order to halt the devastating legacy carried by acidic paper, it is imperative that the printing of all documents of importance be done on **acid-free** paper, i.e., paper that has a **pH** between 7.5 and 9 on a scale of 1-14.

In an attempt to save knowledge that is already in danger, new techniques are continually being explored. **Deacidification** is the technique by which acidic paper is treated with **alkaline** substances (i.e., substances with a pH greater than 7.0), in order to make it **chemically stable**, hence not easily decomposed. This process also leaves behind an alkaline reserve that acts as a **buffer** to protect treated materials from "reinfection" by coming into contact with other materials that are still acidic (**acid migration**). It should be noted, however, that this process only stabilizes the condition of the paper in its present condition; it does not improve its condition or make it stronger.

Printing materials of enduring value on alkaline paper is also a major step in halting imminent disaster. For many years, alkaline paper was a rarity, but it has recently become readily available at a cost comparable to acid paper.

Resources

For information on the **broad preservation agenda**, see the *Appendix* and the following resources:

Patricia Battin and Maxine K. Sitts. (1989, Spring). "Institutions Have Moral Responsibility to Preserve Great Book Collections." *Educational Record: The Magazine of Higher Education*, 70(2): 54-55. (Published by the American Council on Education, One Dupont Circle, Washington, DC 20036).

Presents arguments for a national preservation agenda. "This is a time ripe for strategic planning and a certain amount of risk-taking to develop new solutions based on cooperative effort, new technologies, and an emphasis on access to information rather than on ownership."

James H. Billington. (1989). *The Moral Imperative of Conservation*. An address by the Librarian of Congress presented at "Invest in the American Collection," A Regional Forum on the Conservation of Cultural Property, June 16,

1987, The Art Institute of Chicago. The National Committee to Save America's Cultural Collections, 1100 Pennsylvania Avenue, NW, Room 526, Washington, DC 20506, has reprinted the talk in brochure form. Also in *Preservation: A Research Priority for the 1990's. Minutes of the 111th Annual Meeting of the Association of Research Libraries*, pp. 5-12. Washington, DC: Association of Research Libraries. (ED 308 873)

Brittle Books: Reports of the Committee on Preservation and Access. (1986). 31pp. Washington, DC: Council on Library Resources. ED 287 490. Also see the February 1988 and July 1988 issues of the *Commission Newsletter*. All are available at no charge while supplies last from the Commission on Preservation and Access, 1785 Massachusetts Ave. NW, Suite 313, Washington, DC 20036.)

John W. Merline. (1986, December). "Brittle Books." *Consumers Research Magazine*, 69:38.

Commission on Preservation and Access. (1990). *Annual Report, July 1, 1988-June 30, 1989* (ED 314 082) and *Annual Report, July 1, 1989-June 30, 1990* (IR 053 422—ED number to be assigned). Available from the Commission, 1785 Massachusetts Ave., NW, Suite 313, Washington, DC 20036 at no charge while supplies last.

The two reports focus on preservation initiatives at the national and international levels.

Slow Fires: On the Preservation of the Human Record. Video and Film. Rental and sales information from American Film Foundation, Box 2000, Santa Monica, CA 90406.

Describes the loss of the world's intellectual heritage through the deterioration of library and archival materials, focusing on brittle paper. It has been shown on public television networks and is a consistent award-winner at film festivals. It is especially good for public programs. There are 30-minute and 60-minute versions—get the 30-minute unless your audience really wants to sit for an hour. Limited number of copies available for loan from the Commission on Preservation and Access.

Eric Stange. (1987, March 29). "Millions of Books Are Turning to Dust—Can They be Saved?" *The New York Times Book Review*, 92:3+

Robert Wernick. (1990, May). "We Must Save Our Books." *Reader's Digest (International Edition)*.

First published in the French ("Selection") and German ("Das Beste") editions, this article was recently published in a revised version in the British *Readers' Digest* (November 1990). Wernick, a well-known author for several magazines including the *Smithsonian*, really did his homework on this one.

For information on **paper preservation**:

Philip H. Abelson. (1987, October 30). "Brittle Books and Journals." *Science*, 238: 595.

Book Longevity: Reports of the Committee on Production Guidelines for Book Longevity. (1982). 19pp. Washington, DC: Council on Library Resources. (ED 272 198). Available at no charge while supplies last from the Commission on Preservation and Access, 1785 Massachusetts Ave. NW, Suite 313, Washington, DC 20036.

"Brittle Books and Journals." (1987, October 30). *Science*, 236: 595. Published by the American Association for the Advancement of Science.

Preserving Knowledge: The Case for Alkaline Paper. Revised 1990 Edition. Washington, DC: Association of Research Libraries. Available from the Association of Research Libraries, 1527 New Hampshire Ave., NW, Washington, DC 20036.

Co-sponsored by the Commission on Preservation and Access, the American Library Association, and the National Humanities Alliance, this briefing package provides an excellent overview of the problems and solutions of acidic paper from the perspective of paper manufacturers and publishers, scholars and writers, and politicians and decision-makers. This package is an extremely useful tool for any school or public library seeking to take action on the grassroots level.

Testing pens for determining the alkaline/acid content of paper. Libraries can use these pens to check the state of paper in its books and other paper-based materials. Available from: Abbey Publications, 320 East Center Street, Provo, UT 84601. Write for prices (quantity discounts). These pens can be inscribed with a library's name and logo, and used with patrons and other constituencies for educational and public relations campaigns.

Lynn Westbrook. (1985, November). *Paper Preservation: Nature, Extent, & Recommendations. Occasional Paper Number 171.* 79pp. Urbana-Champaign, IL: Graduate School of Library and Information Science. (ED 265 877). Available from the Publications Office of the Graduate School of Library and Information Science, University of Illinois at Urbana-Champaign, 249 Armory Bldg., 505 East Armory St., Champaign, IL 61820-6291 (a bargain at $5.00 plus $2.00 shipping).

This paper is a comprehensive, well-balanced, highly-readable review of the history of and many issues important to the preservation of paper materials. Along with her thorough narrative, Westbrook provides excellent documentation for those wanting to explore further. Paper preservation is approached from three aspects—the nature of the problem, the extent of the damage, and recommendations for action. This is probably the best single source for those wanting a basic tutorial on paper preservation. If only it could be updated to the present! Appendices include a directory of supply companies (which may be dated), a chronology of paper from 105AD to 1981, and an extensive reference list.

American Library Association Initiatives

In 1989, the American Library Association (ALA) launched a campaign to help build public awareness of preservation issues. Working with the Preservation of Library Materials Section (PLMS) of the Association for Library Collections and Technical Services (ALCTS), ALA's Public Information Office developed publicity materials with the theme of "Going, Going, Gone." The public service announcements have appeared in many library publications, as well as

general-audience serials such as *The New York Times Book Review* and *Publishers Weekly*.

The 1989-90 ALA president, Patricia Wilson Berger, identified preservation as one of three priorities during her term. Along with literacy and fighting censorship, she cited preservation as basic for "stable, unfettered information access for our citizens." Berger focused on several preservation issues during her year in office, particularly those raised by new technologies. She expressed concern about computer security and guaranteeing the preservation of the increasing number of documents that now reside in computers and may not be transcribed onto paper.

An article by former ALA president Peggy Sullivan (1990) provides an excellent personal viewpoint for school and public libraries. Dean of the College of Professional Studies at Northern Illinois University (DeKalb), Sullivan states:

> It seems to me that it is high time for the problem of preservation to become the concern of a broad cross-section of the library field, not just of those who are dedicated to preservation of research libraries and their contents. . . .
>
> I would predict that in the next few years, this specialty of preservation librarian will grow in number and in prestige within libraries. But as knowledge of preservation becomes pervasive, preservation will not just be the job of specialists. . . .
>
> We librarians have read or thought about books as frigates, books as wings, books as tools. No one should be more dedicated to their jobs than we are. No one knows better than we that the preservation problem in libraries is only partly about books, but must also include films and prints and maps and all the broad range of media that are part of our stock in trade. We are entering a new era where we need not only to be more aware of that stock and its place in history, but active in our own position as knowledgeable preservers. (Sullivan, 1990)

In keeping with this article's theme, preservation received heightened visibility during the Midwinter and Annual Conferences in 1990. The June Annual Conference

programs illustrated a range of interests, including: "Preservation Programs Affecting the Nation," sponsored by the Association of Specialized and Cooperative Library Agencies (ASCLA); "Preservation of Electronic Information," sponsored by the ALA-Society of American Archivists Joint Committee; "Automation and Preservation: Bring on the Empty Horses!"—a standing-room only presentation on integrating preservation decision-making into the automated library work place, sponsored by ALCTS; and the highly ambitious and successful "Preservation: The Common Ground," also sponsored by ALCTS, a multifaceted program celebrating the tenth anniversary of ALCTS/PLMS. Continued attention to preservation is evident in publications and workshops being developed by several ALA divisions.

Resources

"Going, Going, Gone." Brochure available from ALCTS, American Library Association, 50 E. Huron St., Chicago, IL 60611 (single copies 50 cents with SASE). Also available at no charge while supplies last from the Commission on Preservation and Access, 1785 Massachusetts Ave., NW, Suite 313, Washington, DC 20036.

Sullivan, Peggy. (1990, July). "Preservation and Judgment." *School Library Journal*, 36 (7): 16-19.

This article is based on a speech given at Midwinter 1990 as part of the American Library Association Preservation Forum.

State/ Regional/ Cooperative Initiatives

A number of American Library Associations divisions have resources about preservation. All divisions can be reached at the Chicago ALA address above.

Public and school libraries can be valuable contributors to the evolving plans for statewide and regional preservation. In turn, public and school libraries can benefit from the increasing amount of preservation knowledge and expertise that is being assembled at the state and regional levels. The following are examples of what is happening

regionally, focusing on resources that are particularly useful for school and public libraries.

A cross-section of preservation professionals and state officials joined together at a major event two years ago—the National Conference on the Development of Statewide Preservation Programs—which was held March 1-3, 1989, at the Library of Congress. Practicing what was being preached—cooperation—the invitational conference was sponsored by 11 national and state agencies. Attendance totalled 148 individuals representing 47 states, 3 territories, and the District of Columbia, with another 67 individuals serving as sponsors, speakers, preservation specialists, and observers. Unlike conferences that focus on the technical and managerial aspects of preservation, this unique event brought together the heads of state library, archival, and historical societies to discuss the politics of preservation.

The OCLC Online Computer Library Center, Inc., used by public and school libraries for cataloging and interlibrary loan (ILL) services, announced its new Preservation Program to the library community in the summer of 1990. According to President K. Wayne Smith:

> OCLC's primary public purposes of increasing access to information and reducing the rate of rise of library costs apply to preservation as well as cataloging, resource sharing, and reference. Indeed, the latter are essentially meaningless if the materials themselves are lost to the ravages of time and neglect. (*OCLC Newsletter*, 1990)

Public and school libraries using OCLC will be represented in a new project of the RONDAC Ad Hoc Committee on Preservation. RONDAC—the Regional OCLC Network Directors Advisory Committee—will identify OCLC members' preservation needs and develop a model for a program to meet those needs. Its strategies will be coordinated with existing national efforts, such as those sponsored by the National Endowment for the Humanities (NEH), the Commission on Preservation and Access, the Research Libraries Group (RLG), and the Library of Congress.

The Research Libraries Group, Inc.—a not-for-profit corporation owned and operated by its governing members,

which are major universities and research institutions in the United States—conducts pioneering preservation programs that are eventually helpful to public and school libraries. In the early years, RLG members focused on creating large-scale preservation microfilming projects and increasing the availability of information about materials that had been preserved. More recently, program participants have tackled such challenges as conserving and physically treating large quantities of deteriorated materials; implementing environmental controls; training preservation staff at all levels; assessing local preservation needs; and building successful local programs.

Preservation services and consultations for public and school libraries are offered regionally in some areas, with three of the more visible enterprises on a national level being the SOLINET (Southeastern Library Network) Preservation Program, Atlanta, GA; the Northeast Document Conservation Center (NEDCC), Andover, MA; and the Conservation Center for Art and Historic Artifacts (CCAHA), Philadelphia, PA. Although regional, these organizations work outside their geographical regions in many cases. The Preservation Program of SOLINET provides a reference service, workshops, an audiovisual loan service, publications, referrals to conservators, and disaster assistance. NEDCC provides conservation, microfilming and photographic copying services at its facility, publishes a number of free handouts, and maintains a field service office that offers workshops and consultation. In addition to serving as a regional conservation laboratory, CCAHA also offers on-site consultation services; educational programs and seminars; internships, fellowships, and apprenticeships; and emergency conservation assistance. These non-profit agencies are funded with a combination of grants, fees, and, in the cases of SOLINET and CCAHA, membership support.

Resources

AMIGOS Bibliographic Council, Inc., 11300 N. Central Expressway, Suite 321, Dallas, TX 75243.

Newly funded by the National Endowment for the Humanities' Office of Preservation to begin developing a regional preservation service in the Southwest that will

provide information, training, and consultations to libraries and archives.

Conservation Center for Art and Historic Artifacts (CCAHA), 264 South 2nd Street, Philadelphia, PA 19103.

The *Information Kit* from the National Conference on the Development of Statewide Preservation Programs (Washington, DC, March 1-3, 1989), is excellent. Most state librarian or archivist offices should have a copy. There are plans to publish the proceedings of the conference; contact the Commission on Preservation and Access.

Northeast Document Conservation Center (NEDCC), 100 Brickstone Square, Andover, MA 01810-1428.

OCLC Newsletter. (1990, July/August). No. 186, June 5, 1990. Published by OCLC Online Computer Library Center, Inc., 6565 Frantz Road, Dublin, OH 43017-0702.

Our Memory at Risk—Preserving New York's Unique Research Resources. A Report and Recommendations to the Citizens of New York. (1988). Albany, NY: New York Document Conservation Advisory Council. (ED 299 207)

A particularly well-developed plan for statewide preservation that has served as a model for many other states. The New York State Library is also developing two posters targeting school libraries on book anatomy, care, and handling. All are available from the Conservation/Preservation Program, 10-C-47 CEC, Albany, NY 12230.

The Research Libraries Group, Inc. Preservation Program Brochure (1990, April). Available from RLG, 1200 Villa Street, Mountain View, CA 94041-1100.

The Research Libraries Group News (1989, Fall). Issue No. 20. This description of preservation efforts supported by RLG is available from same address.

Southeastern Library Network (SOLINET) Preservation Program, 400 Colony Square, Plaza Level, Atlanta, GA 30361-6301.

Judgment: What to Do, When and How

There are a number of good guides for incorporating preservation-conscious procedures and skills into public and school libraries. Those listed here have been selected by preservation specialists as particularly accurate and useful. But it is always wise to check out any anticipated changes in routines or policies with experienced colleagues and other sources.

Significant contributions to the following sections were made by a number of preservation experts from the academic library community, who graciously contributed their "lists of hits" and advice. In particular, Lisa Fox, Program Development Officer for Preservation for SOLINET, contributed a substantial amount from her experience and knowledge. Thanks also are due to The Catholic University of America, School of Library and Information Science, for database searching beyond ERIC.

Planning/ General Approaches

In reviewing the literature that advises libraries about taking on preservation, it becomes clear that there are two basic ways to get started. Some libraries move into their preservation consciousness from an ad hoc approach, usually by confronting a targeted problem—for example, finding an unacceptably high incidence of books that break down sooner than they should, or confronting the after-effects of a water leak or fire. Other libraries approach their preservation obligations by developing a comprehensive management plan. The bottom line is that a library can implement preservation **awareness, judgment,** and **advocacy** in the same manner that it

conducts the rest of its operations, since preservation is a vital part of its daily work.

Whichever approach a library takes, a basic first step is to look to colleagues for assistance. The time has never been better for preservation advances. In addition to the sources throughout this paper, other good possibilities for advice are state libraries and associations, consortia, professional organizations, and regional centers. An overriding assumption in selecting resources to include in this section is that public and school libraries are not seeking to maintain permanent collections, but instead are attempting to maximize the useful life of each item and to make each acquisition dollar stretch as far as possible. In other words, libraries want to increase the numbers of times they can re-use these physical objects—books, tapes, and so forth. Although some references from the academic community may not state this as an objective, the procedures they have developed and tested will serve this purpose quite well.

Most of the following planning/overview resources approach preservation within the context of an arbitrary set of priorities. In reality, each library needs to decide for itself what must be done, in what order, and with what amount of resources. A library's choices will be based on a combination of its most pressing needs and the areas where actions can have the most impact.

Resources

Wesley L. Boomgaarden. (1985, Summer). "Preservation Planning for the Small Special Library." *Special Libraries*, 76 (3): 204-211.

Despite the 1985 date and special-library title, this still-timely article applies to any limited-budget library, while avoiding the "preservation-on-a-shoestring" over-simplifications. A preservation specialist at Ohio State University who has had years of experience consulting with academic libraries of all sizes, the author believes in setting priorities up-front, and sees the longevity of collections in terms of the nature of the materials, the nature of storage conditions, and the nature of handling and treatment.

Robert and GraceAnne A. DeCandido. (1985, April/June). "Micro-Preservation: Conserving the Small Library." *Library Resources & Technical Services*, 29 (2):151-160.

"From our own experience and research, we have distilled some practical suggestions for protecting your library's resources by minimizing damage from the environment, from poor binding, repair or protective practices, and from disasters." Robert is with the Conservation Division of the New York Public Library, and GraceAnne is Executive Editor of *School Library Journal*, published by R.R. Bowker.

Elaine Harger and others. (1987, March). *The Preservation of Library Materials: A CUL Handbook. Guidelines and Procedures. 4th Edition*. 117pp. New York: Columbia University Libraries. (ED 292 469)

This handbook was designed to help library staff implement preservation programs including first-time binding, rebinding, protective housing, replacement, and microfilming. It covers everything from commercial services to shelving tips to patron consciousness-raising. The libraries' preservation policy and training session handouts are appended.

Marcia Duncan Lowry. (1989). *Preservation and Conservation in the Small Library* (Small Libraries Publications Series of the Library Administration and Management Association). Chicago, IL: American Library Association. Available for $5.00 from LAMA, ALA, 60 East Huron St., Chicago, IL 60611.

This pamphlet would be useful for making a case and setting a context for preservation in small libraries, although several preservation specialists have been concerned about misinformation in the procedures presented here. It might be better to use this article for general information, and use other sources for specific procedures and advice.

Karen Motylewski. (1989, February). *What an Institution Can Do to Survey Its Own Preservation Needs*. Andover, MA: Northeast Document Conservation Center.

The author is director of field services at NEDCC; her survey is one of the more detailed and complete

approaches to planning for preservation in small to mid-sized institutions holding historical or research materials. This report includes forms and specific questions for assessing needs. For its current availability, contact NEDCC, 100 Brickstone Square, Andover, MA 01810-1428.

Kathryn Hamilton Wang. (1988, August 1). "Preserving Books: Acid Wars and Other Battles." *AB Bookman's Weekly*, 82: 311-315.

Wang works at the Washington State Library, Olympia, WA, and has taken on preservation as her personal agenda. Her article presents a brief overview of actions a library can take to begin dealing with preservation related problems caused by temperature, relative humidity, light, atmospheric pollution, and housekeeping. She also lightly covers deacidification, polyester encapsulation, boxing, mending, and leather dressing. This is a good article to whet the beginner's appetite for more complete information.

Duane A. Watson. (1986, November). "The Divine Library Function: Preservation." *School Library Journal*, 33 (3): 41-45.(EJ 345 845)

The author, who recently left the New York Public Library to become Associate Librarian for Preservation for the New York Historical Society, admitted that this article was written "from the heart." His caring about the subject comes through, making this a readable, share-able piece with a human touch. "Preservation is not an activity limited to the Library of Congress and a few prestigious research institutions. It should be a priority for every librarian." Watson touches briefly on physical environment, disaster planning, book repair, educating the student ("Education, the essence of the school librarian's role, is also the basis of preservation"), selection, ephemera, and library binding.

Environmental Conditions

A number of experienced preservation professionals are convinced that the most practical solution for dealing with the inherently unstable nature of much of a library's collections is a controlled (non-fluctuating) physical environment. A stable temperature (60

degrees F) and humidity (50 percent), with low light and zero pests and dirt, is optimum for book storage—and totally unrealistic. However, libraries can take a number of inexpensive, simple steps to alleviate environmental dangers and to improve conditions that can contribute to longer lives for books and other media.

Perhaps the biggest problem for school libraries occurs when the heating and air conditioning system is shut down during the summer. Preservation consultants report a rash of calls from public schools in August, when librarians return to find outbreaks of mold.

Resources

Paul Banks. (1974, February 1). "Environmental Standards for Storage of Books and Manuscripts." *Library Journal*, 99(3): 339-343.

Northeast Document Conservation Center (NEDCC). (1989, August). *Monitoring Temperature and Relative Humidity: First Steps in Creating a Climate for Preserving Paper and Photographs*. Available from the publisher, NEDCC, 100 Brickstone Square, Andover, MA 01810-1428.

User-friendly answers to common questions about environmental conditions: Why is climate control important? What does "good" climate control mean? Climate control is expensive—what's good enough? How can you tell if the climate's OK? How do you monitor climate?

Sandra Nyberg. (1987). *The Invasion of the Giant Spore. SOLINET Preservation Program Leaflet Number 5*. (An update planned for 1991-92). (ED 310 771). Available from SOLINET Preservation Program, 400 Colony Square, Plaza Level, Atlanta, GA 30361-6301.

Addresses solutions to problems of mold and mildew on library materials. A classic, both for its catchy title and accurate, practical information. The preservation field hopes to use this piece as a model for repackaging scientific findings into readable, useful publications.

Tim Padfield. (1987). "Climate Control in Libraries and Archives." In Merrily Smith (Ed.), *Preservation of Library Materials*. IFLA Publications 40/41. 2 vols., 305 pp. Munich: K. G. Saur Verlag.

Bennett Price (1989). "Computer Room Air Conditioning." *Library Hi-Tech*, 7(3): 29-47.

This understandable, elementary explanation of heating, ventilating, and air conditioning systems is just as useful for books as for computer rooms.

Mary Wood Lee. (1988). *Prevention and Treatment of Mold in Library Collections with an Emphasis on Tropical Climates: A RAMP Study*. Paris: UNESCO. (ED 301 218; available from EDRS only in microfiche.)

This 89-page study focuses on the prevention and basic treatment of recurring mold growth. Topics covered include environmental controls, prevention of mold growth in the library environment, traditional chemical approaches to its control, and other treatment options that might be used. A list of equipment and supplies for dealing with mold is included as well as an extensive bibliography.

Maintenance

Although librarians talk about damage done by users, books spend a great deal of time on the shelves, where their destiny is in the hands of staff. Here, proper shelving can indeed extend the useful lives of books. The easiest and cheapest life-saving action is to shelve and maintain books so they stand upright and are not allowed to lean/slump. When books start leaning, it places stress on the hinge area, eventually causing the endsheet to tear between the pastedown and flyleaf, and eventually results in the textblock coming out of its case. A library must then either replace or rebind the book, at no small expense. To a very large degree, all those dire effects can be avoided just by keeping the books standing upright, well supported by a bookend.

How to do this?

- The best approach is for staff to straighten the shelves regularly—daily if possible. At a minimum, heavily used areas should be serviced, particularly heavily used sections of the reference collection.
- Books should not be shelved on the fore-edge. This causes the textblock to hang from, and pull away from, the binding,

which necessitates repair/rebinding, and which takes the book away from circulation. There are at least three alternatives for books that are too tall for the shelving: (1) increase the space available in areas where there are already tall volumes; (2) shelve them spine-down, and place the call number on a lower corner of the front or back cover, so they are visible from the aisle; or (3) move them to an "oversize" shelving section, or lay them flat on that range, and place dummies in their call-number-order places.

- Use bookends that are tall enough for the volumes they are supporting. Bookends should be about ⅔ as tall as the volumes on the shelves, in order to have enough leverage to support them. If the bookends are not tall enough, there is greater likelihood of the volumes slumping, leading to the kinds of damage mentioned above. Avoid thin, metal bookends, because volumes can be damaged or "knifed" by them. Avoid the wire supports that hang from the shelf above, because they often don't extend down far enough and volumes slip out from under them. And they, too, perpetrate "knifing."
- Have the staff set an example by using correct procedures for shelving and replacing volumes. Pulling volumes by their headcaps causes spine damage. When training and evaluating shelvers, stress quality and caretaking over speed.

Resources

Murder in the Stacks. (1987). VHS color videotape, length: 15 minutes. Available from the producer, Gifts & Exchange Department, Columbia University Libraries, 110 Butler Library, New York, NY 10027 ($35).

Sherlock Holmes and Dr. Watson investigate the murder of library materials, discovering rough treatment (careless handling, improper shelving, and the presence of food and drink) to be the cause, and "normal" patrons and staff to be the culprits. This is an excellent tool for teaching preventive preservation to staff and users. Selected for its accuracy and appropriateness for supporting general user education and staff training by SOLINET's Audio-Visual Loan Service, which can provide the program for up to two weeks at a cost of $20 to non-members. Contact the SOLINET Preservation

Program Office, 400 Colony Square, Plaza Level, Atlanta, GA 30361-6301 (800-999-8558).

Preservation Education in ARL Libraries. SPEC Kit 113. (1985, April). Washington, DC: Association of Research Libraries, Office of Management Studies (1527 New Hampshire Ave., NW, Washington, DC 20036). (ED 257 459)

Care and Handling of Books, 79 color slides and synchronized cassette tape, length: 28 minutes. (1980). Available for purchase from its producer, Yale University Libraries Conservation Department, c/o Mary Latimer, PO Box 1603, Yale Station, New Haven, CT 06520 ($100).

This introduction to the care and storage of library materials includes explanations of the damage caused by poor handling and storage, and offers recommendations for improving techniques and materials. It is more appropriate for staff members than for patrons. This media set was selected for its accuracy and appropriateness for supporting general user education and staff training by SOLINET's Audio-Visual Loan Service, which can provide the program for up to two weeks at a cost of $20 to non-members. Contact the SOLINET Preservation Program Office, 400 Colony Square, Plaza Level, Atlanta, GA 30361-6301 (800-999-8558).

Handling Books in General Collections: Guidelines for Readers and Library Staff Members, 79 color slides and synchronized cassette tape, length: 20 minutes. 1984. Includes a nice two-page handout, "Handling Books in General Collections (Summary of Points Raised)." Available for purchase from the producer, the Library of Congress, Sales Office, G107, Washington, DC 20540 ($60 plus $10 handling and delivery in U.S., prepayment required).

SOLINET selected this program for its Audio-Visual Loan Service, which can provide the program for up to two weeks at a cost of $20 to non-members. Contact the SOLINET Preservation Program Office, 400 Colony Square, Plaza Level, Atlanta, GA 30361-6301 (800-999-8558).

"How to: Care for the Library's Collections: A Role for Everyone." (1982, October). Preservation Office, University of Connecticut Library, Storrs. 2pp. In *Preservation Education in ARL Libraries* SPEC Kit 113. (1985, April). Washington, DC: Association of Research Libraries, Office of Management Studies (1527 New Hampshire Ave., NW, Washington, DC 20036). (ED 257 459)

Merrily A. Smith. (1987). "Care and Handling of Bound Materials." In Merrily A. Smith (Ed.), *Preservation of Library Materials*. IFLA Publications 40/41. 2 vols, pp. 45-54. Munich: K.G. Saur Verlag.

Use or Abuse: The Role of Staff and Patrons in Maintaining General Library Collections. Color videotape, length: 23 minutes. Available from its producer ($30, VHS or Beta), Illinois State Library, Room 288, Centennial Building, Springfield, IL 62756.

This video was made inside the Carbondale Public Library. Although it mixes staff and public issues, it is lively and entertaining—kids think it's funny. Its scenes illustrate typical mishandling procedures, show the damage they cause, and describe correct practices for care and handling. The video was selected for its accuracy and appropriateness for supporting general user education and staff training by SOLINET's Audio-Visual Loan Service, which can provide the program for up to two weeks at a cost of $20 to non-members. Contact the SOLINET Preservation Program Office, 400 Colony Square, Plaza Level, Atlanta, GA 30361-6301 (800-999-8558).

It is an unfortunate fact that many materials and procedures thought safe for use by school and public libraries have turned out to be damaging. For example, the double-stitched tape frequently used on torn endpapers is inflexible and often causes the textblock to pull out of the cover; pressure-sensitive tapes become yellow and stiff, and the carrier eventually falls off, leaving adhesive residue; applying book tape to replace a missing spine often causes the textblock to pull out of the

case; or, applying hot glue down the spine often causes the spine to become stiff and the textblock cracks in two.

The good news is that we can now change our buying habits, switching to "preservationally sound" supplies that, for the most part, cost little or no more than the previously-used products. And it takes little, if any, more time to use the appropriate materials and procedures for repairs. If the right supplies and methods are used, it assures that books will last much longer—higher circulation rates—and in much better condition—higher patron satisfaction.

The easiest and simplest action a library can take to extend the circulation life of books is to have its circulation staff do routine hinge-tightening on returned books. If they can catch the volume at that point, there will be fewer torn endsheets and detached covers. For similar reasons, many preservation professionals recommend that public and school libraries teach staff to do endsheet replacement. The supply cost is negligible, no equipment is required except a book press or some other weight, and the procedure takes about five minutes, once it is learned.

For items with enduring value (e.g., local history materials), never use pressure-sensitive tape or rubber cement. For such items, it is much better to do nothing than to do the wrong thing. Or, better yet, store the materials in acid-free boxes and wrappers, which are inexpensive and simple to use.

Resources

Robert Milevski. (1985, October). "Book Repair Manual." *Illinois Libraries*, 67 (8):648-684. The manual has also been made available as a stand-alone item. It is available through interlibrary loan, and a limited number of free copies are available from the Illinois State Library. EJ 327 026.

This manual is billed as "absolutely the best" for school and public libraries, and "the only one worth mentioning." Milevski worked at the Library of Congress before becoming head of the preservation department at Johns Hopkins University, and he has operated preservation education and training programs for years. This theme issue of *Illinois Libraries* focuses on the conservation of library materials, and also contains articles on books as

artifacts; workstations for conservation; care of scrapbooks, albums, and photographs; map preservation; library environment; flood recovery; disaster prevention and preparedness; and incorporating preservation into library organization.

Although some public and school libraries do not do much binding, for those that do, this is a key area. Libraries can significantly upgrade their preservation efforts without spending much (if any) more money simply by changing their customer profile with the binder.

- Oversewing is the option of choice for most binders, but it is not the best for the books or the users. These are its primary vices: (1) it takes up a lot of inner margin, which leads patrons to damage volumes when they try to make photocopies; (2) it often results in a book that is stiff and hard to open, resists staying open, and thus results in an unpleasant reading experience. This can make readers irritated enough that they essentially "break" the back of the book; and (3) the sewing thread creates a "perforation" that will cause pages to break out more easily as the paper becomes brittle. Many libraries still remember oversewing as "Class A" binding, and think it is best. Whether it is technically stronger than other methods (and that is debatable), its other vices render it a last- rather than first-choice option for libraries interested in flexibility and durability.
- Double-fan adhesive binding is available from most binders, seldom costs more, is more flexible than oversewing, and consumes less inner margin than oversewing. Double-fan adhesive binding is not the same as the "perfect" bindings that librarians dislike; both the process and the materials are quite different.
- Sewing through the fold (by machine or hand) is an even better option, especially for periodicals and particularly those with illustrations that extend across the gutter. Some binders assess an up-charge for this.

Resources

Library Binding: A Collaborative Process, A Shared Responsibility. (1990). VHS color videotape, length: 30 minutes. Produced by the Library of Congress, it is available from the Library of Congress Gift Shop, Washington, DC 20540 ($25.00 plus $4.50 shipping).

The best available AV program on library binding, this videotape includes a step-by-step demonstration of what a modern commercial bindery does with a shipment of books and journals, from the moment of receipt through the final quality-control inspection. The complementary responsibilities and goals of the bindery and library staff are emphasized.

Jan Merrill-Oldham. (1984, August). "Binding for Research Libraries." *The New Library Scene*, 3 (4):1, 4-6. (Published bimonthly by Library Binding Institute, 8013 Centre Park Drive, Austin, TX.)

The Preservation Officer at the University of Connecticut (Storrs), Merrill-Oldham is the guru of good binding and book care. An unfortunate narrowing of the audience in the title: this piece serves public and special libraries just as well. It outlines a rational decision-making strategy for choosing the appropriate leaf attachment method, and identifies the advantages and limitations of each. Reproduced in Pamela W. Darling and Wesley Boomgaarden (Comps.). *Preservation Planning Program: Resource Notebook*, expanded 1987 edition. 675 pp. Washington, DC: Association of Research Libraries, Office of Management Studies (1527 New Hampshire Ave. NW, Washington, DC 20036; $60.00 prepaid).

Jan Merrill-Oldham. (1984, June). "Getting Educated: A Librarian's View." *The New Library Scene*, 3 (3):1, 6, 13. (Published bimonthly by Library Binding Institute, 8013 Centre Park Drive, Austin, TX.)

Merrill-Oldham's information is accurate, understandable, and infectious—"As librarians learn more about library binding, the uninitiated will likely discover, not too far into their studies, that the subject is as interesting and thought-provoking as any preservation-related inquiry."

Jan Merrill-Oldham and Paul Parisi. (1990). *Guide to the Library Binding Institute Standard for Library Binding.* Chicago: American Library Association. ($17.50).

Essential reading. Well-illustrated guide that provides a point-by-point discussion of procedures and specifications outlined by the *LBI Standard*, including prescriptive recommendations. Appendices include a guide for inspecting library-bound volumes, discussion of non-Standard binding methods, and discussion of key elements of a binding agreement or contract.

Paul A. Parisi. (1984, October). "Methods of Affixing Leaves: Options and Implications." *The New Library Scene*, 3 (5): 9-12.

The President of Acme Bookbinding Co., Inc., Parisi has worked with librarians for many years to bring about current binding standards. This gently-technical article describes the advantages and disadvantages of eight different methods of leaf attachment, six options involving sewing, and two utilizing adhesives. Illustrations and clear writing make this a painless tutorial.

Many school and public libraries are the primary caretakers for materials warranting long-term preservation (e.g., historical records, photograph albums, community scrapbooks) that no one else will see as critical—until it's too late to save them. To preserve these materials, passive retention and housing is not enough, because in nearly all cases they will be self-destructing due to bad paper, rubber cement and glues, or the "magnetic" pages found in photo albums.

Whether a public or school library becomes a steward of local history materials is that library's choice. But, if the decision is "yes," then there is an obligation to allocate sufficient funds and staff skill and time to take care of these materials, for the sake of the community and the nation's heritage.

Resources

Edward Meachen and David Thackery. (1989). "The Preservation and Conservation of Local History Materials—A

Bibliographic Essay." Section II of *Local History in the Library, Manual for Assessment and Preservation.* Bloomington, IL: Bloomington Public Library. Available through interlibrary loan, and a limited number of free copies are available from the Illinois State Library.

Thackery is the Curator of Local and Family History at the Newberry Library and Meachen is Library Director at North Central College. They say that Section II's resources apply specifically to local history collections. I disagree—their choices are just fine for other parts of the library as well. The essay covers individual library preservation measures (environmental factors, book repair, photographs, disaster planning), and cooperative library preservation measures (assessment and access, cooperative conservation and preservation). This manual was funded with LSCA (Library Services and Construction Act) grant funds administered by the Illinois State Library. Section I, "Sources for Local History," and Section III, "A Cooperative Collection Assessment Guide. . ." will also be useful for libraries developing local history preservation programs.

Eastman Kodak Company. (1985). *Conservation of Photographs.* Kodak Publication #F-40. Rochester, NY: Eastman Kodak (343 State St., Dept. 454, Rochester, NY 14650; 156pp., $30.95).

This comprehensive guide on the preservation and conservation of photographs is thorough, well organized, and clear.

"Establishing and Maintaining a Local History Collection and Local History/Genealogical Resources." (1988, Summer). *North Carolina Libraries,* 46 (2): 68,70-84. (EJ 379 060)

Preservation is incorporated in this article, which covers collection development, technical services, the library environment, staffing, programming, and marketing.

Ann V. Franklin. (1984, Spring). "Organizing and Operating an Archives and Record Retention Center." *School Library Media Quarterly,* 12 (3): 191-204. (EJ 300 059)

Examines creation of the center within a school district's library media services department. Preservation is treated as one of a number of topics, including policies

and procedures, definitions of archives and records, the functions of library consultant/archivist, the functions of the center, and similarities with library techniques.

Sarah Funston-Mills and William McKinnie. (1988, May/June). "Archives in the School Library Resource Centre: Getting Started." *Emergency Librarian*, 15 (5): 17-23. EJ 380 463.

Discusses reasons for establishing a school archive and provides guidelines for its organization and development. Preservation is covered as a part of total operations.

Daniel Lombardo. (1987, Spring). "The Use of Microform to Support the Amherst *Local History Project*." *Microform Review*, 16 (2): 130-133. (EJ 354 394)

Describes a local history project designed for ninth-grade students, in which students use primary historical sources to research local history, and the resulting conflict between access to rare documents vs. preservation of those materials. The major microfilming project undertaken to resolve the conflict is outlined.

Mary Lynn Ritzenthaler. (1983). *Archives and Manuscripts: Conservation*. SAA Basic Manual Series. 151pp. (A new version may be in print.) Chicago, IL: Society of American Archivists (600 South Federal, Suite 504, Chicago, IL 60605; $15 plus shipping).

For libraries with archives, manuscripts, old letters, and so forth, this is the best single source of guidance.

Mary Lynn Ritzenthaler. (1990, February). *Preservation of Archival Records: Holdings Maintenance at the National Archives*. 27pp. NTIS Report No. NARA-TIP-90/02.

More narrowly focused than Ritzenthaler's manual, this clear, step-by-step guide covers appropriate actions for oversize records, folded and rolled documents, damaged records, fastened documents, bound volumes, scrapbooks and albums, photographs, and unstable copies. Techniques for housing, flattening, dusting, and safely unfastening records are included.

Barbara Zucker. (n.d.) *Scrapbooks and Albums: Their Care and Conservation,* and *Photographs: Their Care and Conservation,* each 4 pp.

These useful pieces were *Congress News Inserts* from the Illinois Cooperative Conservation Program for the Congress of Illinois Historical Societies and Museums and funded by the National Museum Act administered by the Smithsonian Institution. They are now apparently most-readily available as handouts from SOLINET. The scrapbook article discusses collection policies; accession and disposition; environmental considerations; handling, treatment, and reformatting; and physical storage and shelving. The photograph article discusses significance and selection, storage and handling, "disasters in progress," and disaster preparedness.

Media

Magnetic, audio, and video media cannot be expected to have the longevity of books or microfilms. Because there are no preservation-related standards for such materials, and because of the changing hardware required for their use, there has been little consideration of them as yet for long-term archival purposes. This will most likely change with advances in the optical and digital capture of information. However, in the meantime, proper storage and care of these materials can extend their useful lifetimes.

Resources

Alan Calmes. (1990, April). "New Preservation Concern: Video Recordings." *The Commission on Preservation and Access Newsletter,* 22: 5,6.

Explains what videotapes are and what they aren't, physically, and how to extend the life of videotapes in a library environment. Almost makes you wish you didn't have any! Available free from the Commission, 1785 Massachusetts Ave., NW, Suite 313, Washington, DC 20036.

Anthony Hugh Thompson. (1983). *Storage, Handling, and Preservation of Audiovisual Materials. AV in Action 3.* 31pp. Edited by the International Federation of Library Associations Round Table on Audiovisual Media. (ED 269 009)

Suggestions and guidelines for storing and preserving audiovisual materials are presented in four chapters: (1) normal use storage conditions; (2) natural lifetime, working lifetime, and long-term storage; (3) handling; and (4) shelving of normal use materials.

Andrew D. Abbott Jr. and Rosemary A. Sales. (1979, November). "Preserve Your Media Collection Today." *Audiovisual Instruction*, 24 (8): 29-31. (EJ 209 790)

Outlines simple precautions and adjustments to assist in preserving a media collection. References and suggested readings are appended. Double-check any specific advice in the 11-year-old article with more timely sources before taking action.

Disasters and Emergencies

Public and school libraries usually are part of larger organizations that pay close attention to this part of preservation. Prevention and protection are the keys for both the major disasters and the "minor" problems of leaking roofs or dripping pipes. A library needs to have on hand (but not only IN the library) a list of contacts and resources for assistance. Keep the list up-to-date, and place copies at the homes of administrators. For a library, sprinkler (automatic suppression) systems, and smoke and ionization detectors wired to a 24-hour monitoring station are essentials. Water detectors (analogous to smoke detectors) can be installed to give early warning of leaks and flooding. These are especially useful in seldom-visited areas, such as basements and storage rooms. There are now many commercial services for on-site dehumidification and vacuum- or freeze-drying. Air-drying may work when a few books get wet in a bookdrop or are left outside, but commercial services are the answer for large jobs.

Resources

John P. Barton and Johanna G. Welheiser (Eds.). *An Ounce of Prevention: A Handbook on Disaster Contingency Planning for Archives, Libraries, and Record Centres.* 192pp. Toronto, ON: Toronto Area Archivists Group Education Foundation (PO Box 97, Station F, Toronto, Ontario M4Y 2L4, Canada; $22.50 Canadian). Also available from the

Society of American Archivists, 600 South Federal, Suite 504, Chicago, IL 60605 ($14.00).

One of the most practical and comprehensive manuals published on disaster prevention, planning, and recovery. A new edition is reportedly in progress.

"Industrial Dry Outs." (1990, March). *Compressed Air Magazine*, pp. 6-13.

A good explanation of some of the commercial recovery services by those who know the subject best.

Mildred O'Connell. (1983, Summer). "Disaster Planning: Writing & Implementing Plans for Collections-Holding Institutions." *Technology & Conservation*, pp. 18-24.

This is still the best general introduction to the subject. "The recovery of collections following a disaster obviously can be difficult and costly under the best of circumstances. Those who have experienced even minor water or fire damage to library and archival materials or to works of art understand the importance of preventing disasters, if possible. They have also learned that forethought and planning can expedite the recovery effort enormously."

Preparing for Emergencies and Disasters. SPEC Kit 69. (1980, November/December). Washington, DC: Association of Research Libraries, Office of Management Studies. (ED 251 120)

Although a bit dated, this 107-page kit of disaster plans remains a useful resource. It includes documents from large research libraries that describe disaster preparedness, protecting people and property, salvaging library materials, and case histories: the disaster as a learning experience. Although not attributed, this kit was ably prepared by Pamela Darling, one of the first to call attention to preservation as an important issue for library management.

SOLINET. (1990, March). *Readings in Disaster Preparedness*, 5 pp., and (1990, May). *Disaster Recovery Services & Supplies: A Selected List of Sources*, 4pp. Atlanta, GA: SOLINET Preservation Program (400 Colony Square, Plaza Level, Atlanta, GA 30361-6301).

These two pamphlets present starting points for developing a disaster plan. Similar resources are available from a other regional and state centers.

Michael Trinkley. (In press). *Can You Stand the Heat? A Fire Safety Primer for Libraries, Archives, and Museums*. Atlanta, GA: SOLINET Preservation Program.

This guide is designed to introduce libraries to fire safety in simple, easy-to-understand terms. Detailed explanations of all fire detection and suppression devices used in repositories are provided. Prevention is also stressed.

Advocacy: How to Influence

A common theme among libraries that have developed active preservation programs is the importance of communication with and support from their constituencies. Once a library has made an internal commitment to preservation, it benefits most from conveying that commitment to all concerned communities outside its walls. Only by working with its supporters, users, and colleagues can a library be successful with preservation.

Supporters and Funders

A consistent selling-point for preservation is the long-term benefits that will accrue from current investments. This argument is used for building and road maintenance, environmental actions, and dozens of other causes today. Although well-justified, it can be a difficult point to make to officials who are often more concerned with reducing this year's budget than with what will happen to the library's collections in two or three years. What seems perfectly obvious to us as caretakers of knowledge is not as clear to budget analysts weighing our needs against the costs of equally-deserving programs.

It helps to provide evidence (the bad news) of what happens when preservation is not considered. For example, the Association of Physical Plant Administrators recently put a figure of $60-70 billion ($20 billion of it "urgent") on repairs needed now at the nation's colleges and universities, because of the deferred maintenance policies of the past 40 years ("The Time Bomb. . . ," 1989). A library can also provide projections (the good news) of what will be gained from preservation. The saving may be expressed in dollars,

but it may also be put in terms of increased uses per item and thus more purchasing power, or higher patron satisfaction.

The Wellesley Free Public Library made its point. Staff became concerned as they were barcoding their collection and found a large number of books with cracked spines, poor binding, and missing textblocks. "Our best sellers were not living long enough," says the Director. They discovered that one-third of their budget was going to repair damaged materials. Their solution was to approach the collection as a capital asset, and the books as physical objects requiring ongoing care. Today, the maintenance of Wellesley's collections is an annual capital expenditure of that community, right along with police cruisers and roads (Reynolds, 1990).

Resources

Anne L. Reynolds. (1990, June 25). Speech delivered at the Annual Conference of the American Library Association, Chicago. Session: Meeting the Preservation Challenge of Public Libraries, ALA President's Program on "Preservation: The Common Ground."

Anne L. Reynolds and Nancy C. Schrock. (1990, June 25). Presentations and handouts from the Session: Meeting the Preservation Challenge of Public Libraries, ALA Annual Conference, President's Program on "Preservation: The Common Ground."

Beg or borrow this material. The talks (with slides) at this session were outstanding in their portrayal of a library engaging in sensible planning, sound statistics-gathering and use, and reasonable requests to funders. Schrock, whose address is 15 Cabot Street, Winchester, MA 01890, has said she'll supply materials to interested libraries; write her on your letterhead.

Anne L. Reynolds, Nancy C. Schrock, and Joanna Walsh. (1989, February 15). "Preservation: The Public Library Response." *Library Journal*, 114 (3): 128-132. (EJ 389 316)

"It has been easy for public librarians to assume that their collections are expendable, that maintenance need be minimal, and that problems of deteriorating books can be solved by larger acquisitions budgets and more aggres-

sive weeding. Yet public libraries cannot escape the preservation problems that affect all conditions." A must-read article by the Wellesley (MA) Library Director (Reynolds) and preservation consultants Schrock and Walsh, who turned a staff discovery of "alarming" physical conditions of books into a successful program for continuing community support for collections maintenance.

Thomas Shaughnessy. (1988). "Public Libraries and the Challenge of Preservation." In Virginia Young (Ed.). *The Library Trustee*, 4th ed., pp. 200-201. Chicago: American Library Association, 1988.

When Virginia Young, a well-known library trustee, put together this 4th edition, she wanted a new statement included to inform trustees about the importance of preservation. Shaughnessy, University Librarian at the University of Minnesota, Minneapolis, prepared this brief article to alert trustees to the preservation crisis in public libraries, and to assure them that it is not just a research library problem.

"The Time Bomb Continues To Tick." (1989, Winter). *Educational Record*, 70 (1). (Published by the American Council on Education, Washington, DC).

Vendor education and outreach is an important role for librarians. On the national and international scenes, paper manufacturers, printers, binders, and publishers have been working with the library and archives communities to create longer-lasting paper and better-bound books. The same progress can occur with any vendors, as long as there is a willingness to exchange ideas and learn.

Resources

Mary K. Lankford. (1990, June). "Preservation of Library Resources." Presentation at the President's Program, Annual Conference of the American Library Association, Chicago. Available from the speaker: Mary Lankford, Irving Independent School District, 820 N. O'Connor Rd., Irving, TX 75061.

Lankford is Director of Library and Media Resources for the Irving Independent School District. Recognizing that "new problems in preservation are being created by the emphasis on reading," Lankford urges school and public libraries to find solutions to these new problems, which are often due to questionable publishing and manufacturing practices. She focuses on library advocacy with vendors: binders and publishers (for obvious reasons), manufacturers of book-ends (for better storage), and producers of laminates (for the environment). "The reason we are attempting to preserve books. . . [is] not to place them in a glass case. . . but to place them in the hands of that kid with the tear streaked face. . . ." In calling for attention to preservation by the American Association of School Librarians, she comments, "I wish I could have provided an earth-shattering solution to some of the problems I have outlined. The answers are there. They will be forthcoming as publishers and librarians communicate expectations, and as we educate ourselves about the problems of preservation." She's right!

See also resources under **Judgment-Binding**, pp. 26-27.

If the staff begins practicing good preservation, their attitudes and habits will be transferred in time to patrons. The popular posters and bookmarks (acid-free, it is hoped) that public and school librarians use so well can also spread the message of proper book care to users. The American Library Association has developed some striking black-and-white brochures and accompanying materials based on the "Going, Going, Gone" theme. Here's an opportunity to develop a public relations campaign or a bulletin board display.

Resources

The Commission on Preservation and Access. (n.d.) *Giant Brittle Book Display*. Washington, DC: Author.

A giant leather-bound, gold-tooled book that opens its yellowed, brittle pages to display a number of quotes related to the need for preservation. Can be used in con-

junction with normal-sized brittle books to create an exhibit. Contact Trish Cece, Communications Assistant, Commission on Preservation and Access, 1785 Massachusetts Ave., NW, Suite 313, Washington, DC 20036, for loan information.

Doris Garlow and Sally Snyder. (1989, Spring). "Kids don't go for dirty books (when the children's collection is ill-weeded and ill-kept)." *Nebraska Library Association Quarterly*, 20: 27.

Included for its great title, since the author was unable to locate a copy of the article.

Murder in the Stacks. (1987). VHS color videotape, length: 15 minutes. Available from the producer, Gifts & Exchange Department, Columbia University Libraries, 110 Butler Library, New York, NY 10027 ($35).

Sherlock Holmes and Dr. Watson investigate the murder of library materials, discovering rough treatment (careless handling, improper shelving, and the presence of food and drink) to be the cause, and "normal" patrons and staff to be the culprits. An excellent tool for teaching preventive preservation to staff and users. It has been selected for its accuracy and appropriateness for supporting general user education and staff training by SOLINET's Audio-Visual Loan Service, which can provide the program for up to two weeks at a cost of $20 to non-members. Contact the SOLINET Preservation Program Office, 400 Colony Square, Plaza Level, Atlanta, GA 30361-6301 (800-999-8558).

Preservation Education in ARL Libraries. SPEC Kit 113. (1985, April). Washington, DC: Association of Research Libraries, Office of Management Studies (1527 New Hampshire Ave., NW, Washington, DC 20036). (ED 257 459)

Although this kit contains materials from the nation's largest research libraries, many of the approaches to educating staff and users about book care are valid for school and public libraries. There are 32 examples of staff training documents, 14 examples of reader education, and four descriptions of exhibits. Although not attributed to her, Jan Merrill-Oldham, a longtime, respected preser-

vation specialist, was responsible for packing this 110-page kit full of helpful information. Available from the publisher or through the ERIC Document Reproduction Service.

Slow Fires: On the Preservation of the Human Record. Video and Film. Rental and sales information from American Film Foundation, Box 2000, Santa Monica, CA 90406.

Describes the loss of the world's intellectual heritage through the deterioration of library and archival materials, focusing on brittle paper. It has been shown on public television networks and is a consistent award-winner at film festivals. It is especially good for public programs. There are 30-minute and 60-minute versions—get the 30-minute unless your audience really wants to sit for an hour. Limited number of copies available for loan from the Commission on Preservation and Access.

Testing pens for determining the alkaline/acid content of paper. Libraries can use these pens to check the state of paper in its books and other paper-based materials. Available from: Abbey Publications, 320 East Center Street, Provo, UT 84601. Write for prices (quantity discounts).

These pens can be inscribed with a library's name and logo, and used with patrons and other constituencies for educational and public relations campaigns.

Use or Abuse: The Role of Staff and Patrons in Maintaining General Library Collections. Color videotape, length: 23 minutes. Available from its producer ($30, VHS or Beta) Illinois State Library, Room 288, Centennial Building, Springfield, IL 62756.

This video was made inside the Carbondale Public Library. Although it mixes staff and public issues, it is lively and entertaining—kids think it's funny. Its scenes illustrate typical mishandling procedures, show the damage they cause, and describe correct practices for care and handling. The video was selected for its accuracy and appropriateness for supporting general user education and staff training by SOLINET's Audio-Visual Loan Service, which can provide the program for up to two weeks at a cost of $20 to non-members. Contact the SOLINET Preservation Program Office, 400 Colony

Square, Plaza Level, Atlanta, GA 30361-6301 (800-999-8558).

Conclusion

In the final analysis, how will preservation **awareness**, **judgment** and **advocacy** result in more public access to more materials at more reasonable cost? The answer, it seems clear, does not lie solely in a massive infusion of federal or foundation monies, or in the eloquent testimonies of famous authors and scholars. Indeed, if the building of a nationwide preservation agenda is teaching us anything, it is proving that any new initiative draws its energy and forward movement from the grassroots—perhaps at first prompted by a national perspective—but continuing over the long term because of ongoing commitment from thousands of individuals and organizations.

Preservation of our shared intellectual and cultural heritage is a justifiable concern of every nation, state, regional cooperative, institution, and individual affected by the problem—and that's just about everyone. Whether it's local environmental control, care and handling of books, or disaster prevention, a library's attention to preservation now will make a difference later in keeping the doors of information access open to all people.

Comprehensive References/Bibliographies

The Abbey Newsletter. ISSN 0276-8291. Bimonthly publication. Ellen McCrady, Editor; 300 East Center, Provo, UT 84601.

This periodical is scanned for up-to-date information by most preservation "insiders." It provides running commentaries involving many points of view over time; any one article may be modified, expanded, or refuted later.

Conservation Administration News. ISSN 0912-2912. Quarterly publication of library and archival preservation published by the University of Tulsa Libraries, Oklahoma.

This periodical provides broad coverage of a variety of subjects with a more general bent than *Abbey*. It is a good starting point for those new to preservation/conservation.

Pamela W. Darling and Wesley Boomgaarden (Comps.). *Preservation Planning Program: Resource Notebook,* expanded 1987 edition. 675 pp. Washington, DC: Association of Research Libraries, Office of Management Studies (1527 New Hampshire Ave. NW, Washington, DC 20036; $60.00 prepaid).

Sounds expensive: it isn't! This is THE compilation of more-than-you-ever-thought-you-could-know about preservation procedures. It includes excellent, hard-to-find materials, including bibliographies, articles, and reports, on all areas of library preservation.

Lisa L. Fox. (1988). *A Core Collection in Preservation.* Chicago, IL: American Library Association, Association for Library Collections and Technical Services (50 East Huron St., Chicago, IL 60611; 15 pp., $5.00).

Universally-cited among academic library preservation aficionados, this annotated bibliography features straight talk on over 70 books and articles and includes acquisition information.

Edward Meachen and David Thackery. (1989). "The Preservation and Conservation of Local History Materials—A Bibliographic Essay." Section II of *Local History in the Library, Manual for Assessment and Preservation.* Bloomington, IL: Bloomington Public Library. Available through interlibrary loan, and a limited number of free copies are available from the Illinois State Library.

Thackery is the Curator of Local and Family History at the Newberry Library and Meachen is Library Director at North Central College. They say that Section II's resources apply specifically to local history collections. I disagree—their choices are just fine for other parts of the library as well. The essay covers individual library preservation measures (environmental factors, book repair, photographs, disaster planning), and cooperative library

preservation measures (assessment and access, cooperative conservation and preservation). This manual was funded with LSCA (Library Services and Construction Act) grant funds administered by the Illinois State Library. Section I, "Sources for Local History," and Section III, "A Cooperative Collection Assessment Guide. . ." will also be useful for libraries developing local history preservation programs.

Appendix: The Broader Picture

The Development of the Nationwide Program

Of the 305 million volumes in only 100 North American research libraries, we conservatively estimate that 25 percent, or 78 million, are brittle and turning to dust because of the alum sizing introduced into the paper-making process around 1850. How many more millions of documents are slowly self-destructing due to weak paper, cheap bindings, mistreatment, and poor environmental conditions in the many thousands of other libraries and archives throughout the nation?

A few years ago, a challenge was presented to the research and university library community: To articulate and carry out a set of initiatives for the nationwide, collaborative preservation of and access to deteriorating scholarly resources. To help accomplish this goal, the Commission on Preservation and Access was formed in 1986. The Commission is a non-profit, private organization governed by 13 individuals representing institutions with high stakes in preservation. Commission members include six librarians, three university officers, one publisher, one state official, the president of the Commission, and the president of the Council on Library Resources (a private foundation concerned with the quality of academic and research library operations and service).

In initial meetings of a Preservation and Access Committee, which was a forerunner to today's Commission, two key conclusions were reached that were to shape the beginnings of today's national activities:

- **access** to what is preserved is as important as the preservation of the information itself, and
- **books** would receive **first priority**, with careful coordination to eliminate duplication of effort, followed in due time by archives and other materials vital to our heritage, history, and scholarship.

The success of the brittle books initiative is due in large part to support from the U.S. Congress, spearheaded by Congressman Sidney Yates, and Federal funding to the National Endowment for the Humanities (NEH). The Brittle Books program is a 20-year cooperative undertaking of NEH's Office of Preservation. The program involves some of the nation's largest academic libraries and the Library of Congress, which have begun microfilming over three million embrittled books. In addition to saving a substantial core of scholarly materials, the program also seeks to improve individual and institutional access to these materials through inexpensive, rapid distribution systems. School and public libraries will be among the primary beneficiaries of this effort.

In fiscal year 1989, Congress provided the Office of Preservation with a substantial budget increase—from $4.5 million to $12.33 million. In August 1989, the Endowment announced $15 million in new grants for projects to preserve books, newspapers, monographs, and other resources for scholarly research. Twenty-five institutions in 14 states received the grants, ranging in size from $2,800 to $2.5 million. When completed, the projects from this one year's grants will preserve the knowledge in over 167,000 embrittled volumes that would otherwise be lost.

Federal support for preservation is also available under Title II-C funding through the U.S. Department of Education's Library Program/Office of Educational Research and Improvement. From 1978 through 1989, over $13,800,000 of Title II-C's total funding (20 percent) has gone for preservation projects, mainly for research-level materials.

When a new five-year reauthorization of the Library Services and Construction Act (LSCA) was signed into law by President Bush on March 15, 1990, it included—for the first time—increased emphasis on preservation of library

materials. Under Title II, Public Library Construction and Technology Enhancement, annual state programs for LSCA II must ensure that eligible projects "follow policies and procedures in the construction of public libraries that will promote the preservation of library and information resources to be utilized in the facilities."

Also of benefit to public and school libraries, under Title III, Interlibrary Cooperation and Resources Sharing, there is a new provision for optional statewide preservation cooperative planning and the identification of preservation objectives. States choosing this option must develop such a plan "in consultation with such parties and agencies as the State archives, historical societies, libraries, scholarly organizations, and other interested parties." The plan must specify the methods by which the state library agency will work with such parties "in planning, education and training, coordinating, outreach and public information, and service programs to ensure that endangered library and information resources are preserved systematically." No additional funds are provided, but states are permitted to use Title III funds to carry out such plans.

Concurrently, NEH's Office of Preservation has made funding for cooperative statewide preservation planning available to all states submitting acceptable applications.

Resources

For Title II-C information, contact Louise Sutherland or Linda Loeb, Library Development Staff, Library Programs/OERI, U.S. Department of Education, 555 New Jersey Ave NW, Room 404, Washington, DC 20208-5571.

For National Endowment for the Humanities information, contact The National Endowment for the Humanities Office of Preservation, 1100 Pennsylvania Ave. NW, Washington, DC 20506, George Farr, Director. Ask for their annual reports, press releases, and grant information.

The Commission on Preservation and Access

The Commission on Preservation and Access serves as a kind of matrix for national and international-level preservation planning and activities. Much of the its work today involves finding new ways to involve diverse participants in preservation, and forging more productive connections among ongoing activities. Some of the Commission's work of most interest to public and school libraries is described briefly below.

- One major initiative is the coordination of a cooperative international database of bibliographic records for preserved items. Librarians in a number of European and other countries are working together to determine the extent of their machine-readable preservation records, and to enter those records into a common database that can be shared around the world. Such a collaboration helps the library community avoid overlap in the filming of materials for preservation purposes, and also will provide a useful database and searching tool for all libraries, including those serving schools and communities.
- Another initiative involves incorporating modern computer and telecommunications technologies into the work of preservation and access where it is appropriate. Senior people from universities, industries, and the publishing community are exploring optical scanning and high-speed printing of brittle materials, as well as methods for transferring information to and from film and optical/digital media. This work is expected ultimately to expand a library's options for access to preserved materials. A school or public library, it is envisioned, may be able to specify not only which books or documents it wishes to receive from a preservation services agency, but also the media of choice—acid-free paper, film, floppy disk, CD, or machine readable files via a telecommunications network. This exploration is emphasizing the practical; demonstration projects are testing technologies in real-life situations to assess their applicability to preservation and access needs.
- Another initiative with growing visibility concerns the nation's many archives. The Society of American Archivists,

the National Association of Government Archives and Records Administrators, and other archival organizations long concerned with conservation and preservation have been exploring their needs anew in the light of the new cooperative agenda. We have always realized that brittle books are only the beginning of this preservation agenda. We know that a large portion of the original documents of our civilization lie, in many shapes and formats, in thousands of archival repositories across the nation, with a good many of them in school and public libraries. The archival community now faces unprecedented and overwhelming challenges in their efforts to develop affordable strategies to preserve our past. Although there are many similarities in preservation policies and practices for library and archival collections, the enormity of the impact of acid paper on our literary, historical, and governmental archives far exceeds the dimensions of the brittle books challenge and will require unprecedented cooperation and coordination among traditionally autonomous organizations and agencies.

Resources

The Commission on Preservation and Access. *Annual Report, July 1, 1988 - June 30, 1989* and *Annual Report July 1, 1989 - June 30, 1990*. Available from the Commission, 1785 Massachusetts Ave. NW, Suite 313, Washington, DC 20036, at no charge while supplies last. (ED 314 082 and IR 053 422—ED number to be assigned).

The reports focus on national and international level preservation initiatives.

American Archivist, Summer 1990 Issue. ISSN 0360-9081. Published by The Society of American Archivists, 600 South Federal, Suite 504, Chicago, IL 60605. Edited by Anne Kenney of Cornell University, this issue is devoted to the topic of preservation.

The Commission on Preservation and Access Newsletter, 1988–, monthly. Available from the Commission, 1785 Massachusetts Ave., NW, Suite 313, Washington, DC 20036, at no charge while supplies last. News of national and international level programs supporting collaborative preservation initiatives.

Michael Lesk. (1990, July). *Image Formats for Preservation and Access: A Report of the Technology Assessment Advisory Committee*, 10pp. Available at no cost while supplies last from the Commission on Preservation and Access, 1785 Massachusetts Ave., NW, Suite 313, Washington, DC 20036. (ED 324 016)

Compares digital and microfilm imagery and emphasizes that making either kind of copy is preferable to leaving acidic paper to decay.

Howard, Lowell. *Preservation Needs in State Archives*. (1985, December). Available from the Council of State Governments, Headquarters Office, PO Box 11910, Iron Works Place, Lexington, KY 40578-1910.

A touchstone document with compelling arguments for cooperative preservation that remain viable up until today.

Progress Report: The International Project. (1989, August). 7pp. Available from the Commission, 1785 Massachusetts Ave., NW, Suite 313, Washington, DC 20036, at no charge while supplies last. (ED 314 091)

Report of a June 1989 visit to libraries and other organizations identified for cooperative preservation microfilming.

Maxine K. Sitts is Program Officer for the Commission on Preservation and Access, Washington, D.C. She is responsible for developing an expanded communications program and for managing collaborative projects with a variety of organizations. Prior to joining the Commission in February 1989, Ms. Sitts was with the Association of Research Library's Office of Management Services for 11 years, with her most visible effort being the Systems and Exchange Center (SPEC Kits). Previously she served as Publication Director for the ERIC Clearinghouse on Information Resources at Stanford University. Her first jobs were as a news reporter for several newspapers in upstate New York and New York City. Ms. Sitts has served as President of the Washington Education Press Association and has chaired the Intellectual Freedom Committee of the Washington, D.C., Library Association. She is an avid recycler and reader.

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